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	PSC-SOP-BCSSS-02	Effectivity:	January 13, 2017

1.0 PURPOSE

The purpose of this document is to provide guidelines for requesting service vehicle from Transportation and Motor Pool Unit.

2.0 SCOPE

This document covers requests from PSC officials, employees, athletes, coaches, NSA and other sectors requiring transportation services.

3.0 DEFINITION OF TERMS

- 3.1. PSC – Philippine Sports Commission
- 3.2. NSA – National Sports Associations
- 3.3. TMPU – Transportation and Motor Pool Unit

4.0 REFERENCE DOCUMENTS

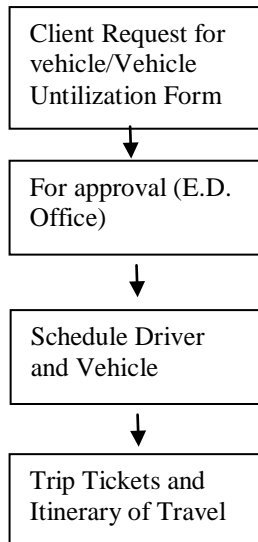
Transportation Service Manual

5.0 PROCESS FLOW

RESPONSIBLE


Executive Director
Head, TMPU
Driver

FLOW CHART



REFERENCE

Transportation Service Manual

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6.0 PROCEDURE

- 6.1. Approved request letter or Vehicle Utilization Form.
- 6.2. Prepare schedule, assignment of vehicle and driver.
- 6.3. Administration of documentary requirements such as driver's trip tickets and itinerary of travel.

7.0 FORMS ATTACHED

- 7.1. Memorandum
- 7.2. Vehicle Utilization Form
- 7.3. Driver's Trip Ticket
- 7.4. Itinerary of Travel